

Consumer Health Complete

User Guide

support.ebsco.com

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Consumer Health Complete Home Page

Consumer Health Complete (CHC) provides convenient access to easily understandable health and medical information. You can search and browse within medical encyclopedias, popular reference books, and magazine articles.

Searching Tips User Guide

Searching tools help you adjust the focus of a search when using EBSCO research databases and interfaces. The Searching Tips user guide explains how to use Boolean operators, Field Codes, Wildcards, and Truncation. Also covered is how to use proximity searches, including phrases in searches, and single vs. plural searching.

The Searching Tips User Guide is also available on the EBSCO Support Site.

Using the Consumer Health Complete Home Page

Basic Search

To conduct a Basic Search from the Home Page:

1. From the Home Page Search Screen, enter search terms in the **Find** field and click **Search**.



2. A Result List is displayed.



The search terms are retained in the **Find** field above the Result List. The Result List is sorted by "source type"--for example, Encyclopedias, Reference Books, etc. To view a different source type, click the appropriate tab. When available, the default Result List tab is Evidence-Based Reports. If no Evidence-Based Reports are available for the terms searched, the All Results tab is displayed.

- If you click the **Consumer Health Complete logo**, you are returned to the Basic Search Screen with all your search terms cleared.
- If you click the **Refine Search** link, you are returned to the Basic Search Screen with your search terms, source-type selections and limiters remembered.
- If you click the **Advanced Search** link, you are taken to the Advanced Search Screen with your search terms remembered. Note that any configured limiters or expanders are cleared.

Additional Features:

- The *Quick Find* feature provides easy access health reports on common diseases, conditions, and injuries.
- The *Browse Popular Sources* feature offers browsing and searching of medical encyclopedias and health-related reference books.
- The *Search by Topic* feature provides the ability to search and/or within the database by topic.

Quick Find

The *Quick Find* feature on the Home Page provides easy access health reports on common diseases, conditions, and injuries.

To use Quick Find:

1. From the Home Page, click any of the **A - Z** links.

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Sign In Folder Preferences Help Exit Language

Home Advanced Search Medical Dictionary

Search Search Other Databases Database Help

Find: Glaucoma Search Clear

Quick Find
Find a disease, condition, injury or procedure:

A B C D E F G
H I J K L M N
O P Q R S T U
V W X Y Z

Evidence-Based Reports
Encyclopedias & Reference Books
Fact Sheets & Pamphlets
News
Drug & Herb Information
Alternative Sources
Images & Diagrams
Videos & Animations

Browse Popular Sources

Search by Topic
[Alternative Treatments](#)
[Beauty](#)
[Children's Health](#)
[Conditions & Diseases](#)
[Environmental Health](#)
[Food, Nutrition & Exercise](#)
[Medications](#)
[Men's Health](#)
[Mental Health](#)
[Oral Care](#)
[Parenting](#)

2. A list of available Conditions & Procedures is displayed.

The screenshot shows the 'Consumer Health Complete' website interface. At the top, there is a navigation bar with links for 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown menu. Below this is a secondary navigation bar with 'Home', 'Advanced Search', 'Medical Dictionary', and 'Demonstration Customer'. A 'Quick Find' search bar is present, followed by an alphabetical index from A to Z. The 'Conditions & Procedures' section is highlighted, featuring a large letter 'A' and a list of medical conditions and procedures, each with a blue hyperlink. The list includes: Aarskog-Scott Syndrome, Abdominal Aortic Aneurysm Repair, Abdominal Paracentesis, Achalasia, Achilles Tendinitis, Achondroplasia, Acne, Acoustic Neuroma, Angiography, Animal Bites, Ankle Fracture, Ankle Sprain, Ankylosing Spondylitis, Anorexia & Bulimia, Living With, Anorexia Nervosa, and Anterior Cruciate Ligament (ACL) Injury.

3. Click any of the **linked results**. The article detail is displayed.

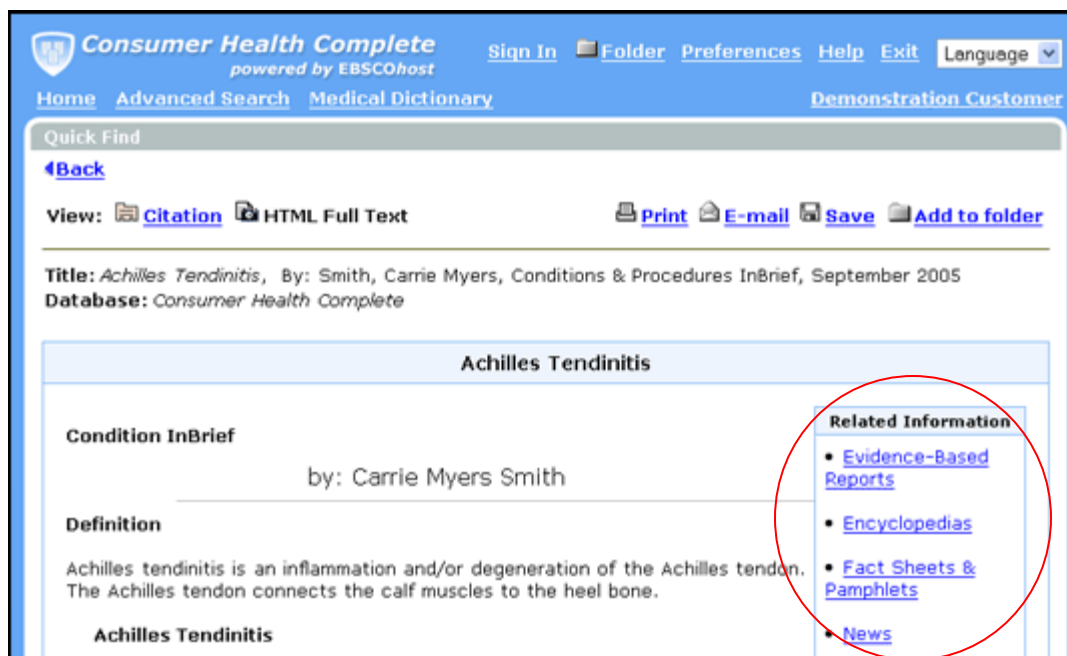
The screenshot displays the article detail for 'Achilles Tendinitis' on the 'Consumer Health Complete' website. The top navigation bar is identical to the previous screenshot. Below the 'Quick Find' search bar, there is a 'Back' link and a 'View:' section with options for 'Citation' and 'HTML Full Text'. To the right of these are links for 'Print', 'E-mail', 'Save', and 'Add to folder'. The article title is 'Achilles Tendinitis', attributed to 'Smith, Carrie Myers', from 'Conditions & Procedures InBrief, September 2005'. The database is listed as 'Consumer Health Complete'. The main content area is titled 'Achilles Tendinitis' and is divided into two columns. The left column contains the 'Condition InBrief' section, which includes the author's name 'by: Carrie Myers Smith', a 'Definition' section stating that Achilles tendinitis is an inflammation and/or degeneration of the Achilles tendon, and a 'Causes' section listing factors like increasing speed or running long distances too quickly. The right column is titled 'Related Information' and contains a list of links: 'Evidence-Based Reports', 'Encyclopedias', 'Fact Sheets & Pamphlets', 'News', and 'Alternative Sources'. A copyright notice for 2005 Nucleus Communications, Inc. is visible at the bottom of the article content.

Related Information

When you search using Quick Find, additional information related to the selected condition is available via links in the Related Information box.

To view information related to a condition:

1. Click any of the **links** in the Related Information area. You can click on a specific source type--for example, you could click **Evidence-Based Reports**.



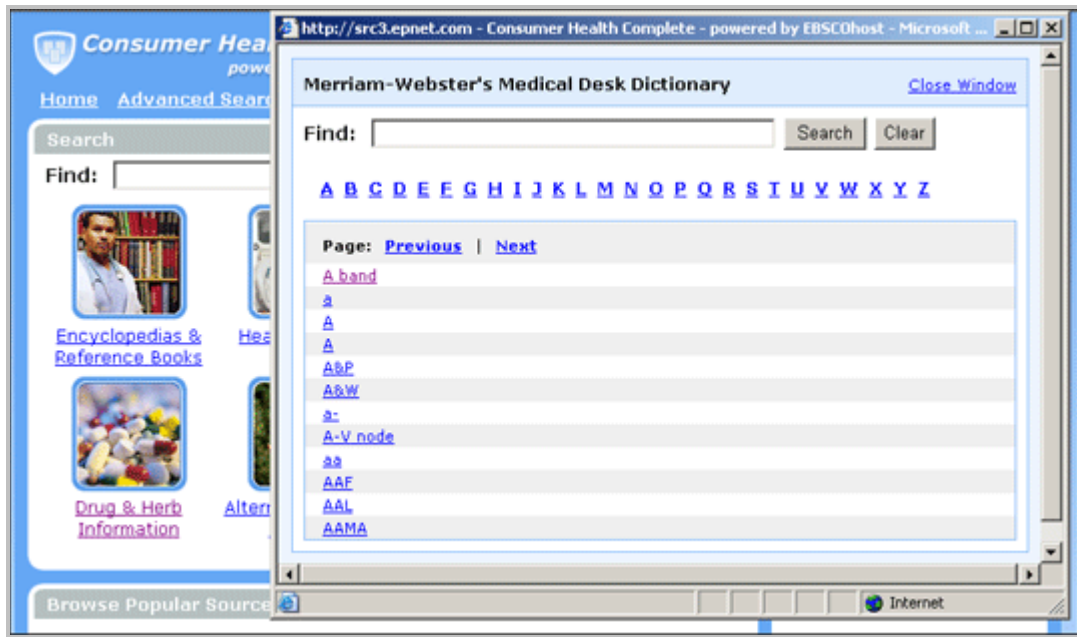
2. The Result List displays articles about the condition from the selected source type. If other sources are available, (for example, *News*) you can click on the **source type tab** and view additional results.



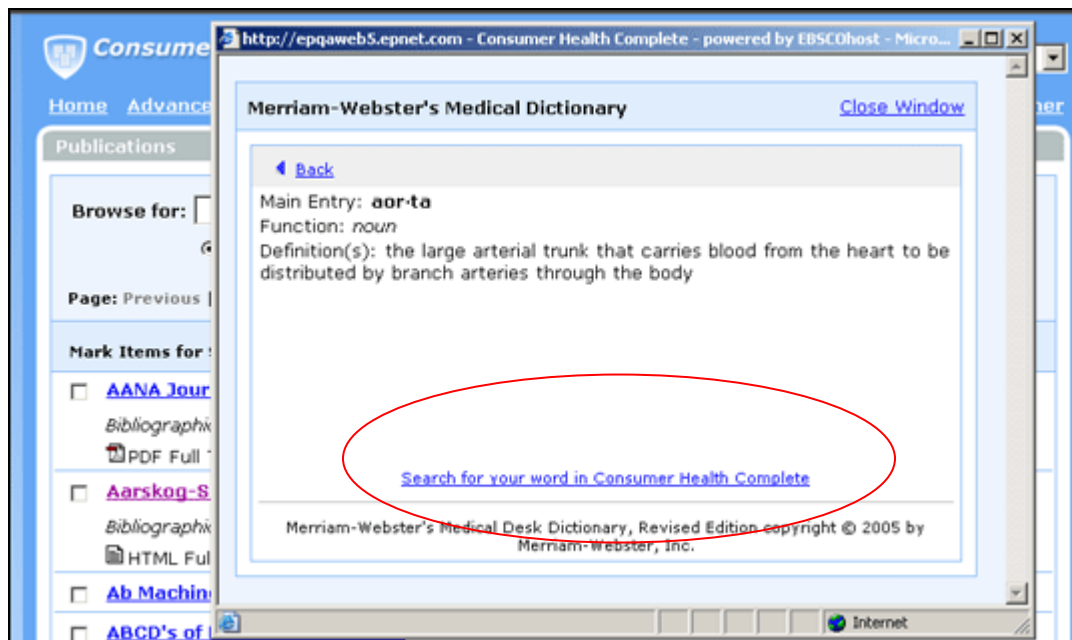
Medical Dictionary Search

To search for a definition:

1. Click the **Medical Dictionary** link. The dictionary displays in a pop-up window.



2. Enter a search term in the **Browse for** field and click **Browse**. The detailed definition for the term displays. To return to your previous screen, click the **Back** link (or the **Close Window** link).



To search for the term within CHC:

1. From the detailed definition, click the **Search for your word in Consumer Health Complete** link.
2. A search is run, and a Result List is displayed. The search term is displayed in the **Find** field above the Result List.

To browse within the dictionary:

1. Click the **Medical Dictionary** link. The dictionary displays in a pop-up window.
2. Use the **A - Z** links or the **Next | Previous** links to page through the list. You can also click on any linked term.

Browsing Popular Sources

Several popular encyclopedias and health-related reference books are available for browsing right from the *Consumer Health Complete* Home Page.

To browse an encyclopedia:

1. From the Browse Popular Sources area of the Home Page, click any of the **linked encyclopedias**. (For example, click the *Complete Guide to Prescription & Nonprescription Drugs* link.)

- The Encyclopedia Browse List displays. Enter your search terms in the **Browse for** field. You can enter all or part of a search term and click **Browse**. You can also use the **A - Z** links, or **Next** | **Previous** links to browse through the list.

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Sign In Folder Preferences Help Exit Language

Home Advanced Search Medical Dictionary Demonstration Customer

Browse Popular Sources

Complete Guide to Prescription & Nonprescription Drugs 2004

This comprehensive guide features an A to Z list of the most commonly used prescription and nonprescription drugs. It also includes:

- revised information on FDA changes
- an easy-to-use chart format for quick access to data
- guidelines to avoid dangerous interactions
- information on side effects, warnings and vital data for safe use
- more than 5,000 brand names and 800 generic names

[Drug Safety Information](#)

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Browse for: Browse

☒ Alphabetical ☐ Relevancy Ranked

Page: Previous | Next [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[ACAMPROSATE](#)

[ACARBOSE](#)

[ACETAMINOPHEN](#)

[ACETOHYDROXAMIC ACID \(AHA\)](#)

[ADRENOCORTICOID \(Nasal Inhalation\)](#)

[ADRENOCORTICOID \(Oral Inhalation\)](#)

[ADRENOCORTICOID \(Systemic\)](#)

- Click on any of the entries to view the article details for the selected term.

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Sign In Folder Preferences Help Exit Language

Home Advanced Search Visual Search Medical Dictionary Demonstration Customer

Browse Popular Sources

[Back](#)

View: [Citation](#) [PDF Full Text \(176K\)](#) [Print](#) [E-mail](#) [Save](#) [Add to folder](#)

Title:	ACETAMINOPHEN. Find More Like This
Source:	Complete Guide to Prescription & Nonprescription Drugs ; 2006, p8-9, 2p
Document Type:	Other
Subject Terms:	ACETAMINOPHEN ANALGESICS ANTIPYRETICS DRUGS -- Dosage DRUGS -- Side effects
Author-Supplied Keywords:	Abenol Alka-Seltzer Baner Children's Ty-Tab

To browse a reference book:

1. From the Browse Popular Sources area of the Home Page, click any of the linked reference books. (For example, click the *Mayo Clinic Guide to Women's Cancers* link.)
2. Click on any of the hyperlinked **Table of Contents** links to view the Full Text.



To search within the reference book:

1. From the Table of Contents, enter your search terms in the **Search within this publication** field.
2. Click **Search**. A Result List is displayed.

Topic Search

To search for results by topic:

1. From the Home Page, click on a **topic** in the Search by Topic column. A list of subtopics appears on the right side of the screen.



- Mark any subtopics that you want and click **Search**. A Result List of articles related to your topics displays.

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Sign In Folder Preferences Help Exit Language

Home Advanced Search Medical Dictionary Demonstration Customer

Search

Find: (liver) and (TP "Alternative Treatments") Search Clear

Search Other Databases

All Results Reference Books Fact Sheets & Pamphlets News Alternative Sources

Refine Search Add search to folder Display link to search

All Results: 1-10 of 84 for (liver) AND (TP "Alternative Treatments") and...

Page: 1 2 3 4 5 Next Sort by: Date Add (1-10)

Narrow Results by:		
Narrow Results by Subject	1. Reviews of articles on medicinal herbs , By: Seaton, Kylie. Australian Journal of Medical Herbalism, 2008, Vol. 20 Issue 1, p36-38, 3p; (AN 31534964)	Add
HERBS -- Therapeutic use	PDF Full Text (153K)	
ALTERNATIVE medicine	2. AJMH based CPE Questionnaire , Australian Journal of Medical Herbalism, 2008, Vol. 20 Issue 1, p44-44, 1p; (AN 31534967)	Add
LIVER -- Diseases	PDF Full Text (124K)	
ACUPUNCTURE	3. veg pets? By: Wallace, Hannah. Vegetarian Times, Mar 2008 Issue 356, p28-30, 2p; (AN 28784339)	Add
MEDICINE, Chinese	HTML Full Text PDF Full Text (898K)	
DIETARY supplements	4. Liver Chi: A Chinese Herbal Supplement for Hepatitis and Liver Repair , By: Tsu-Tsair Chi. Townsend Letter for Doctors & Patients, Dec2007 Issue 293, p110-114, 5p; (AN 27543742)	Add
HERBS	PDF Full Text (2.2MB)	
TRADITIONAL medicine		
HEPATOTOXICOLOGY		
CHELATION therapy		

- If you select only a main topic, your results will be broad. For example, if you clicked **Alternative Treatments** and then clicked **Search**, your results would be limited to *Alternative Treatments*, which is a fairly general topic.
- If you want more focused results, you may want to mark topics and subtopics. For example, if you clicked **Alternative Treatments**, marked the **Acupressure & Acupuncture** subtopic and then clicked **Search**, your results would include both *Alternative Treatments* and *Acupressure & Acupuncture*, which is a more specific search.
- You can also enter a search term in the **Find** field on this screen. For example, if you clicked **Alternative Treatments** and marked **Acupressure & Acupuncture**, and entered **Liver** in the **Find** field and then clicked **Search**, your results would include *Alternative Treatments* and *Acupressure & Acupuncture* and the search term *Liver*. This is a more specific search. (If you mark several subtopics, they are combined using "OR.")

Setting Preferences

The Preferences screen contains options to change the format and sorting of your Result List as well as to control keyword auto-complete functionality in text boxes on Search screens.

To set preferences:

1. Select from the following Preferences settings:

Preferences

Select options below to customize the display of the result list.

Display Options

Display	<input type="radio"/> 5 results
	<input checked="" type="radio"/> 10 results
	<input type="radio"/> 20 results
	<input type="radio"/> 30 results
	<input type="radio"/> 40 results
	<input type="radio"/> 50 results
Format	<input type="radio"/> Title Only
	<input checked="" type="radio"/> Brief
	<input type="radio"/> Detailed
Display Auto-Complete Keyword Suggestions	<input type="radio"/> On <input checked="" type="radio"/> Off

Apply Cancel

- **Display** – Specify how many results (or records) are displayed per page (for example: 5, 10, 20, 30, 40 or 50).
 - **Format** – Select the level of detail for each result: Title only, Brief or Detailed.
 - **Auto-Complete Keyword Suggestions** – Turn on or off the automatic suggestion of complete keywords based on initial letters entered in a Search text box.
2. Click **Apply**. If you were previously at the Result List, it is updated according to your selections. If you were previously at the Search Screen, you must first perform a search before viewing the customized Result List.

Note: Format and display Preferences settings are not applied when viewing results in a Folder area.

Advanced Search Screens

Advanced Search with Single Find Field

The Advanced Search Screen offers keyword searching, search history and limiters to help you focus your search.

To create an Advanced Search:

1. In the **Find** field, enter your search terms.



The screenshot shows the 'Consumer Health Complete' search interface. At the top, there are navigation links like 'Home', 'Advanced Search', and 'Medical Dictionary'. The main search area has a 'Find:' label followed by a text input field containing 'Glaucoma'. To the right of the input field are 'Search' and 'Clear' buttons. Below the input field is a link for 'Search Tips'. Underneath is a section titled 'Include when searching:' with a 'Check All' and 'Uncheck All' button. A list of document types is shown with checkboxes: Evidence-Based Reports, Encyclopedias & Reference Books, Fact Sheets & Pamphlets, News, Drug & Herb Information, Alternative Sources, Images & Diagrams, and Videos & Animations. All checkboxes are checked. At the bottom, there is a 'Limit your results:' section with a 'Full Text' checkbox.

2. Select the “document types” that you want. If you want to find results for all document types (*Encyclopedias*, *News*, etc.), be sure they are all checked. If you want only specific document types (for example, only *Alternative Sources*), uncheck the types that you don't want.
3. Use **Limiters** to narrow your search. For example,
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.
 - Cover Story – limits search results to articles that are the cover story of publication.
4. Use **Expanders** to broaden your search:
 - Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
 - Automatically “And” search terms – expands results by applying the AND operator between terms, e.g., typing **space shuttle** would give results for *space and shuttle*.
 - Apply additional terms to query – expands search results by including synonyms and plurals of search terms.

5. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only *Health Reports*), click the source-type tab.



- If you click the **Refine Search** link, you are returned to Advanced Search with search terms, limiters and expanders remembered.
- If you click the **Advanced Search** link, you are returned to Advanced Search with search terms, limiters and expanders cleared.

Advanced Search with Guided-Style Fields

To create an Advanced Search:

The Advanced Search Screen offers keyword searching, search history and limiters to help you focus your search.

To create an Advanced Search using Guided-Style Fields:

1. In the first **Find** field, enter your search terms.
2. Choose a field from the **Select a Field** drop-down list. (For example, select the Title field.)
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a **Boolean operator** (AND, OR, NOT) to combine the two Find field entries. If you need additional rows, click the **Add row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove row** link.
5. You can enter another **Boolean operator**, **keyword**, and **search field** for any Find fields.
6. Select the **document types** that you want. If you want to find results for all document types (*Encyclopedias, News, etc.*), be sure they are all checked. If you want only specific document types (for example, only *Alternative Sources*), uncheck the types that you don't want.

The screenshot shows the 'Consumer Health Complete' search interface, powered by EBSCOhost. The top navigation bar includes links for 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown. Below this is a secondary navigation bar with 'Home', 'Advanced Search' (the active tab), and 'Medical Dictionary'. A 'Demonstration Customer' label is on the right. The main search area is titled 'Search' and contains a table with four rows for building a search query. The first row has 'Glaucoma' in the 'Find' column and 'Select a Field (optional)' in the 'in' column. The second row has 'and' in the 'and' column, 'eye' in the 'Find' column, and 'Select a Field (optional)' in the 'in' column. The third row has 'and' in the 'and' column, 'aging' in the 'Find' column, and 'Select a Field (optional)' in the 'in' column. The fourth row has 'and' in the 'and' column and 'Select a Field (optional)' in the 'in' column. To the right of the table are 'Search' and 'Clear' buttons, and links for 'Add Row' and 'Remove Row'. Below the search table is a 'Search Tips' link. At the bottom, there is a section titled 'Include when searching:' with 'Check All' and 'Uncheck All' buttons. Under this section is a list of 'Document Types' with checkboxes: Evidence-Based Reports, Encyclopedias & Reference Books, Fact Sheets & Pamphlets, News, Drugs & Herbs, Alternative Sources, Images & Diagrams, and Videos & Animations. All checkboxes are currently checked.

7. Use **Limiters** to narrow your search. For example,
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.
 - Cover Story – limits search results to articles that are the cover story of publication.
8. Use **Expanders** to broaden your search:
 - Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
 - Automatically “And” search terms – expands results by applying the AND operator between terms, e.g., typing space shuttle would give results for space and shuttle.
 - Apply additional terms to query – expands search results by including synonyms and plurals of search terms.
9. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only *Health Reports*), click the source-type tab.



- If you click the **Refine Search** link, you are returned to Advanced Search with search terms, limiters and expanders remembered.
- If you click the **Advanced Search** link, you are returned to Advanced Search with search terms, limiters and expanders cleared.

Search History

Using Your Search History

The *Search History Screen* is only available from Advanced Search.

To use search history:

1. Up to five of your most recent searches are displayed on the Search History Screen. You can click **Show More** (or **Show Less**) to control how many searches performed in the current session are displayed.

Search History / Alerts					
Print Search History Retrieve Searches Retrieve Alerts Save Searches / Alerts Clear Search History					
Combine searches with: and <input type="button" value="Add"/>					
Add to Search	Search ID#	Search Terms	Limiters and Expanders	Actions	Delete
<input type="checkbox"/>	S2	congestion and sore throat	Expanders - Automatically "And" search terms	View Results (22) Revise Search View Details	<input type="button" value="X"/>
<input type="checkbox"/>	S1	Glaucoma and eye and aging	Expanders - Automatically "And" search terms	View Results (9) Revise Search View Details	<input type="button" value="X"/>

2. You can do any of the following:
 - Mark the lines of search you want to use and click the **Add** button. You will be returned to the search screen with the lines of search added to the **Find** field. Click **Search**. A Result List is displayed.
 - Click the **RSS alert** icon to display and then copy the **Syndication Feed URL** into your newsreader.
 - Click a linked **View Results (xx)** item. The search is automatically run and a Result List is displayed.
 - Click a **Revise Search** link. You will be returned to the search screen with the terms added to the **Find** field and any limiters/expanders marked. Click **Search**. A Result List is displayed.
 - Click an **X** to remove a search from the Search History list.
3. To clear your search history, either click **Clear Search History**, or end your Consumer Health Complete session.
 - The search history that is displayed includes only the searches from the current session. Unless you create a saved search, when your session ends search history is cleared.
 - If you change databases, your search history is saved (the query only, not the result counts).
 - If the limiters and expanders you applied in the original database or interface are not available when you change database or interface, your searches may be affected.

- If search history is opened in the new database or interface, **Rerun** appears in the Results column. This indicates that the counts are not known because the search has not been run on your current database or interface. When you view the results (by clicking on the **Rerun** link), a new search is launched and its results counts are added to the search history.

Note: There may be situations where you rerun a search and obtain results that are different than expected.

- If you run a search against a different database, the limiters and expanders you originally selected may not be available.
- If you run a search against the same database, but the database has changed, the limiters and expanders you originally selected may no longer be available in that database.

The Search History Screen

- **Combine Searches With** – To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of history are placed in the find field.
- **Add to Search** – To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of history will be placed in the **Find** field.
- **Search ID #** – The number assigned to your search. You can also select a search from the list by entering **S** and the **search number** (**S1**, **S2**, etc.).
- **Search Terms** – The terms you entered in the **Find** field, including any field codes or Boolean operators. If you have set up the search as an RSS feed, the RSS logo is displayed.
- **Limiters and Expanders** – The limiters and/or expanders used in your search are shown.
- **Actions -**
 - **View Results/Rerun** – Either **View Results (xx)** or **Rerun** appears as a hyperlink. Click the link to return the search and display an updated Result List.
 - **Revise Search** – Indicates that the lines of search can be edited. When you click **Revise Search**, the search terms are displayed in the **Find** field. You can then edit the search manually, entering field codes or changing limiters and expanders in the search option area. A new line of search history is created.
 - **View Details** – For each line of search history, the interface, search screen, and the database on which the search was last run.
- **Delete** – Indicates that individual lines of search history can be deleted. If you delete a line earlier within search history, any dependent lines are deleted, and the remaining lines of history are renumbered. A message appears when you delete lines of search history.
- **Show More/Show Less** – Lets you control how much search history is displayed.

Limiters

Limiters let you narrow the focus of your search so that the information retrieved from the databases you search is limited according to the values you select. You can use more than one limiter if more than one is available.

Common limiters that can appear on Advanced Search include:

- **Full Text** – Click to limit results to articles with full text.
- **Cover Story** – Click to limit results to articles that were featured as cover stories.
- **Local Titles** – Click to limit results to articles available at your library.
- **Journal/Magazine** – Enter a journal/magazine name in this field to limit results to articles only from that title.
- **Peer Reviewed** – Limits search results to articles from peer-reviewed journals. Peer-reviewed journals are publications that include only those articles that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
- **Date Published** – Use this option to search for articles within a specified date range. Create a range by using the drop-down lists to specify the months of the range and enter the last two digits of the year in the entry fields to specify the years of the range.
- **Number of Pages** – Enter a number in this field to limit results to a specific number of pages in length. Place the < (less than) or > (greater than) symbol before the number to search for articles with a specific page length range. For example: to search for articles that are greater than three pages in length, enter >3 in this field. You can also use a dash to enter a range of pages. For example, to find articles between five and ten pages long, enter 5 - 10.

Limiters **do** limit one another. If you select both Full Text and Cover Story limiters, the results that are retrieved include only Full Text items that are Cover Story items. The exception to this rule is the use of Full Text and Local Titles limiters. In this situation, use of these limiters produces a list of results that has Full Text or is part of a local collection. Limiters may vary by interface, database and search screen.

Expanders

Expanders let you broaden the scope of your search. They do this by widening your search to include words related to your keywords or including the actual text of the full text results in your search.

Common expanders that may appear below the **Expand Your Search** heading include:

- **Also search within full text articles** – Select this option to search for your keywords within the full text of articles, as well as abstract and citation information. This applies only to words not qualified by a field code.
- **Include all search terms by default** – Select this option to search for all terms you entered, in any order within the text. Your terms are automatically "anded" together. If you surround terms with quotation marks, the phrase within the quotation marks is treated as one term.
- **Apply additional terms to query** – Select this option to expand search results by including synonyms and plurals of your search terms.

To create a search using an expander:

1. On Advanced Search, enter your search terms in the **Find** field.
2. Select the expander you want to use from the "Expand results to" area of the Search Screen.
3. Click **Search**. The Result List appears.

Publication Search

The *Publication Authority File* lists the information contained in a database according to journal or magazine name.

To browse for a publication:

1. From Advanced Search, click the **Publication** link. The Publication List appears with the beginning of the list displayed.



2. Enter your search terms in the **Browse for** field. You can enter all or part of a publication name. (For example, you could enter *Time*.)
3. Select a search type. Click one:
 - **Alphabetical** – Finds journals beginning with the letters you entered. Results are displayed in alphabetical order.
 - **By Title, Subject & Description** – Finds publications that carry that term in the Subject, Description or Title fields of the Publication Details.
4. Click **Browse**. A Result List is displayed.
5. Browse the list by using the **scroll bar** or the **arrow keys** to move up or down the current page, or by using the **Next** and **Previous** links at the top and bottom of the page.

For a description of the journal or publication, click the hyperlinked **Publication Name**. The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Hyperlinks to all issues are displayed in a column on the right side of the screen. If the journal displays a title history, you can switch between **All Issues** in the history or **Current Title Only** (the issues for the current title being displayed).

Marking Items for Search

You can use the *Mark Items for Search* feature to search several publications at the same time, or to combine publication names with other search terms.

To search for several publications at the same time:

1. With the Publication List displayed, mark the check boxes to the left of the publications you want to search. Click **Add**. The publications you selected are placed in the **Find** field on the Search Screen. (They are combined with "or.")
2. To search within those publications, click **Search**. Or, to revise your search, you can add more terms in the **Find** field and click **Search**.

For example, enter *science* in the **Browse for** field and click **Browse**. You could then mark the publications *Science and Society* and *Science as Culture*, and click **Add**. Your selections would be posted in the **Find** field as:

JN "Science & Society" OR JN "Science as Culture"

You could click **Search**, and obtain results from both publications. You could also edit your search in the **Find** field, adding "and humanity" to your search. This would provide a different set of search results.

To search within a specific publication:

1. From a journal's Publication Details Screen, click the **Search within this publication** link.



2. The Search screen appears with the JN tag and the journal name entered in the **Find** field. Add any additional search terms and/or limiters and click **Search**.
3. A Result List is displayed.

Journal Alerts

Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

To set up a journal alert:

1. On the Advanced Search Screen, click the **Publications** link. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
2. From the journal's Publication Details Screen, click the **Journal Alert** link. If you have not signed in to *My Consumer Health Complete*, you will be prompted to do so.



3. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
4. In the **Run Alert for** field, select how long the journal alert should run:
 - One month (the default)
 - Two months
 - Six months
 - One year

Journal Alert Screen

Journal Alert	
Enter information in the fields below. You will be notified each time a new issue is made available on Consumer Health Complete for the following journal: <i>JAMA: Journal of the American Medical Association</i>	
Alert Name	JAMA: Journal of the American Medical Association
Date Created	4/30/2007
Database	Consumer Health Complete
Interface	Consumer Health Complete
Run Alert for	One Year
Alert Options	<p>Alert results format</p> <p><input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager</p> <p><input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent</p> <p><input type="checkbox"/> Alert on full text only</p>
E-mail Properties	<p><input checked="" type="radio"/> Email all alerts and notices</p> <p><input type="radio"/> Email only creation notice</p> <p><input type="radio"/> No e-mail (RSS only)</p> <p>E-mail Address (please separate e-mail addresses with a semicolon)</p> <p><input type="checkbox"/> Hide addresses from recipients</p> <p>Subject</p> <p>Title</p> <p>E-mail [From] address</p> <p>E-mail Results format</p> <p><input checked="" type="radio"/> Plain Text <input type="radio"/> HTML</p> <p><input type="radio"/> Link to TOC page on EBSCOhost <input checked="" type="radio"/> Article links embedded within the e-mail message</p> <p>Include in e-mail</p> <p><input checked="" type="checkbox"/> Query</p> <p><input checked="" type="checkbox"/> Frequency</p>
<p>Save Cancel</p>	

In the **Alert Options** area

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit CHC access to only the articles in the alert** (rather than the entire site), mark the check box to the left of this field.
3. **Alert on full text only** – Mark the check box to indicate that you want to set up an alert for only the full text

*In the **E-Mail Properties** area*

1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) – If you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** – To be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide Addresses from recipients** – If you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. **Subject** – Enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** – You can optionally enter a title for the e-mail. The default value for the Title field is: *CHC Alert Notification*.
6. **E-mail [From] address** – Defaults to *EPAAlerts@EPNET.COM*. You can enter a different “From” e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on CHC** or **Article links embedded within the results**.
9. **Include in e-mail** – To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.

Setting Up a One-Step Journal Alert

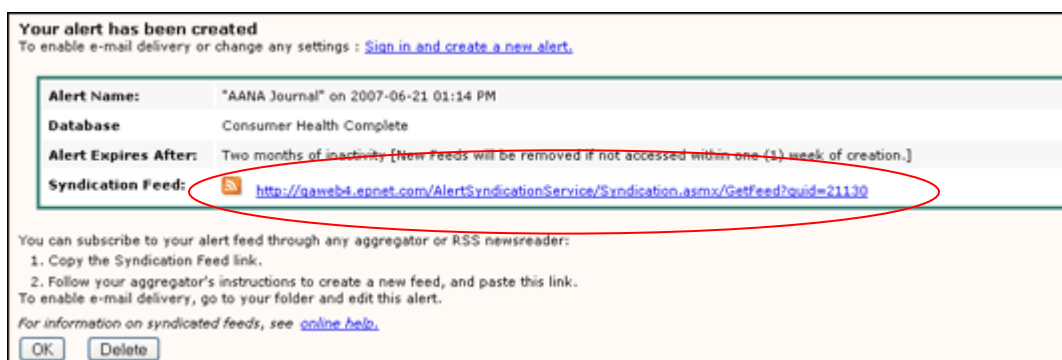
If enabled by your library administrator, you may also be able set up one-step journal alerts right from the Publications Browse Screen.

To set up a one-step journal alert:

1. Access the Advanced Search screen and then click the **Publications** link on the sub-toolbar. Once you have found the desired publication, click the **RSS alert** icon to the left of the publication name.



2. A pop-up screen displays with the journal alert information. Copy the **Syndication Feed URL** into your newsreader.



3. If you decide that e-mail delivery of the alert information is required, click the **Sign in and create a new alert** link. Once you sign in to My *Consumer Health Complete*, the Journal Alert Screen appears. You can save the alert as described in the "Setting Up a Journal Alert" section.

Saving Searches and Alerts

If enabled by your library administrator, you can set up a *personal account* for use on Consumer Health Complete. You can save searches, retrieve and reuse them, and print them as needed. For information on saving a search as an alert, see "Saving a Search as an Alert."

Saving Searches

To save searches:

1. Click the **Search History/Alerts** link and then click **Save Searches/Alerts**. The Saved Search/Alerts Screen appears.
Note: If you have not already signed in to *My Consumer Health Complete*, you will be prompted to do so.
2. Enter a **Name** and **Description** for the search. (For example, *mysearch1*)
3. In the **Save Search As** field, select one of the following:
 - Saved Search (Permanent)
 - Saved Search (Temporary 24 hours)
 - Alert - If you selected Alert, additional fields are available. For more information, see "Saving a Search as an Alert."
4. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Search History/Alerts Screen.

You can retrieve your saved searches and alerts and edit and reuse them.

To retrieve searches:

1. From the Search History/Alerts Screen, click **Retrieve Searches**.
2. If you have not already logged into your personal account, you will be prompted to log in. Enter your user name and password; or click **Cancel** and return to the Search Screen.
3. If you currently have search history open, you are prompted to save your current search. If you proceed without saving, the retrieved search appears and your current search is cleared. To retrieve a search from the Saved Searches List, click on the **Retrieve Saved Search** link.
4. You are returned to the Search Screen. The Search History box now includes all information for the search you retrieved. All search counts are replaced with question marks. When you view the results (by clicking on a link in the Results column), a new search is launched and its results are added to the search history.

To print search history:

1. From the Search History/Alerts tab, click **Print Search History**. A browser window appears with the search history formatted for printing.
2. On the browser toolbar, click the **Print** icon. To close the browser, click the **x** in the top right corner of the window.

Saving a Search as an Alert

You can save advanced searches as alerts and have *Consumer Health Complete* e-mail you with any new results. You can also retrieve those alerts to perform the search immediately, instead of waiting for the alert to run.

To save a search as an alert:

1. From the Advanced Search Screen or from the Result List, click the **Search History/Alerts** link. (If enabled by your library administrator, Search History may also be available from Basic Search.)
2. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. If you have not already signed in your personal account, you will be prompted to do so.

On the **Save Search/Alert** Screen:

1. Enter a **Name** and **Description** for the Alert.
2. To run the Alert against a different database, select the **Databases** from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)
3. **Search Strategy** – The search terms are displayed. (*not editable*)

In the **Save Search As** area of the screen:

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button.
2. To select how often the search will be run, from the **Frequency** drop-down list, select one:
 - Once a day
 - Once a week
 - Bi-weekly
 - Once a month (the default).

Save Search/Alert Screen

Consumer Health Complete
powered by EBSCOhost

Not Mary? [Sign in here.](#) [Sign Out](#) [Folder](#) [Preferences](#) [Help](#) [Exit](#) [Language](#)

[Home](#) [Advanced Search](#) [Medical Dictionary](#) [Demonstration Customer](#)

Save Search/Alert

Name of Search/Alert	<input type="text"/>
Description	<input type="text"/>
Date Created	3/23/2007
Databases	Consumer Health Complete
Interface	Consumer Health Complete
Search Strategy	Glaucoma Surgery
Save Search As	<input type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input checked="" type="radio"/> Alert Frequency <input type="text" value="Once a day"/> Articles published within the last <input type="text" value="No Limit"/> Run Alert for <input type="text" value="One Year"/>
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> limit EBSCOhost access to only the articles sent
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) <input type="text"/> <input type="checkbox"/> Hide addresses from recipients Subject <input type="text"/> Title <input type="text" value="CHC Alert Notification"/> E-mail [From] address <input type="text" value="qalerts@epnet.com"/> E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency

3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
 - One month
 - Two months
 - Six months
 - One year
 - No limit (the default)

4. In the **Run Alert for** field, select one:

- One month
- Two months
- Six months
- One year (the default)

*In the **Alert Options** area of the screen:*

1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.
2. To **limit CHC access to only the articles in alert** (rather than the entire site), mark the check box to the left of this field.

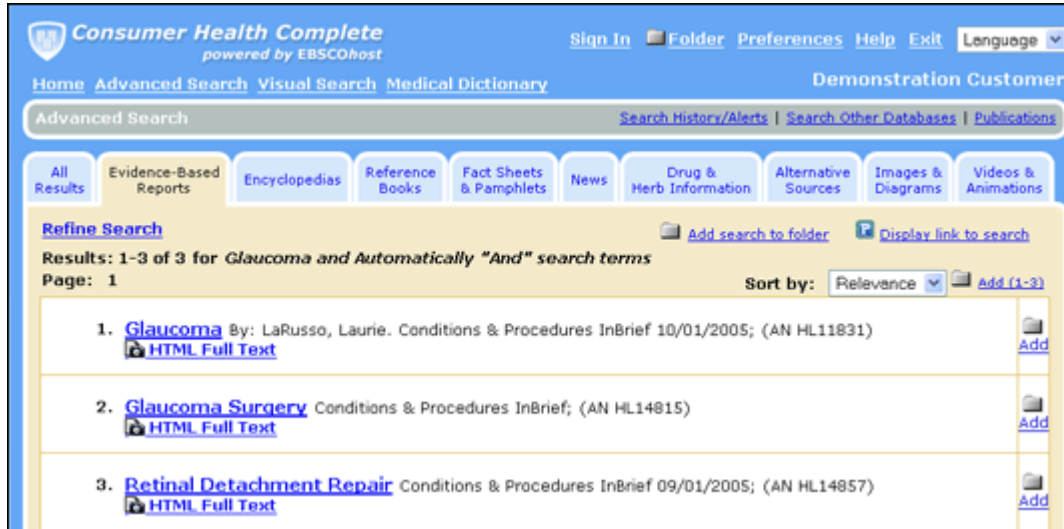
*In the **E-mail Properties** area of the screen:*

1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) – If you select this option, the remaining E-mail Options will be hidden (because they are not necessary for RSS).
2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide addresses from recipients** – If you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
5. **Title** – You can optionally enter a title for the e-mail. The default value for the Title field is: *CHC Alert Notification*.
6. **E-mail [From] address** – Defaults to: *EPAalerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format** to use: Plain Text or HTML.
8. To have your search string included with your results, mark the **Include query string in results** check box. To include the alert frequency, mark the **frequency** check box.
9. When you have finished making changes, click the **Save** button.

Viewing Search Results

The Result List

Search results may include citations, full text, document summaries or abstracts, and can include links to full text.



- Each result is numbered, and the available formats for the article are displayed—HTML Full Text, PDF Full text, or Linked Full Text. Click the linked page numbers (or Next | Previous links) to move through the Result List
- Results are presented by source type. For example, if you want to view only the magazines that were found click the magazines icon or link. Where a "Sort by" drop-down list is available, you can re-sort your results by author, date, relevance, etc.
- You can change your Preferences settings (from the Utility Toolbar) to specify how many results per page should be displayed, and how much detail should be displayed for each result—title only; a brief citation; or a detailed citation of the article.
- The article title is a hyperlink to the "best view" as selected by the library administrator—this could be the citation; a brief citation plus full text; a PDF file; or links to full text. To view a different format, click on any of the icons listed below the title.

Advanced Features

- When a Result List is displayed, an **Add search to folder** icon appears to the right of your search string. You can add the query to the folder as a persistent link to a search.
- From a Result List, you can click the **Display link to search** icon which appears at the end of the search string. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.
- When the **Create alert for this search** link displays at the end of the search string, you can create an alert right from the Result List., even if you are not signed in to *My CHC*.
- If you have signed into your personal account, any search results that you collect in your folder will be automatically saved at the end of the session.

Result List Organized by Subject, Author or Journal

Some databases support organizing the Result List by subjects or journals. This feature, also known as "clustering," is helpful if you want to discover major groupings for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant.

To organize your results by subject or journal "clusters":

1. From either Basic or Advanced Search, enter your search **terms** in the Find field and click **Search**. If available, the default Result List tab is Evidence-Based Reports.
2. Click the **All Results** tab. The Result List displayed includes a list of cluster items in the left column.

The screenshot shows the Consumer Health Complete database interface. At the top, there's a navigation bar with links like Home, Advanced Search, Medical Dictionary, and a search bar containing 'glaucoma'. Below the search bar, there are tabs for different result types: All Results, Evidence-Based Reports, Encyclopedias, Reference Books, Fact Sheets & Pamphlets, News, Drugs & Herbs, Alternative Sources, Images & Diagrams, and Videos & Animations. The 'All Results' tab is selected. Below the tabs, there's a 'Refine Search' section with a list of cluster items under 'Narrow Results by:'. The cluster items are: EYE -- Diseases, GLAUCOMA, INTRAOCULAR pressure, GLAUCOMA -- Diagnosis, OPHTHALMOLOGY, GLAUCOMA -- Treatment, LOUISIANA, and UNITED States. The 'GLAUCOMA' cluster is selected. To the right of the cluster items, there are three search results listed, each with a title, a brief description, and a 'PDF Full Text' link. The results are: 1. Update and clinical pearls from the European Glaucoma Prevention Study: Baseline and intercurrent risk factors identified for glaucoma. 2. Alcon Releases Anecortave Acetate For POAG Results. 3. The New Continuum of Glaucoma Management: New Diagnostic and Treatment Options to Optimize Care.

You can page through the results just as on a "regular" Result List. Or, to narrow your results, click a **hyperlink** in a "Narrow Results by" column. A new Result List, limited to the subject, journal, or author selected is displayed, and a new list of cluster items appears in the left column.

Notes:

- Your Library Administrator decides whether Clustered Results are available.
- The Clustered Results groupings (Subject, Journal, Author) are enabled/disabled on an individual basis in EBSCOadmin. For example, you can enable clustering by Subject and Journal and disable clustering by Author.
- The first 125 results, relevancy ranked, appear for the clusters enabled in EBSCOadmin.
- The maximum number of cluster items displayed in a group (Subject, Journal, Author) is 10.

Reading an Article

When you click the title of an article, the "Best View" selected by your library administrator is displayed. This can be a citation, HTML full text or PDF. To view a different format, click on any of the icons displayed in the **View** area.

Citation View

When the citation view is displayed, it may also include a summary or an abstract. Your original keywords are highlighted throughout the record. If activated by your library administrator, the full text of the article may appear below the citation.



- The author and subject of the record can appear as links that let you perform a search of that particular field.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display.
- The source may display a link or journal logo that leads to a detailed view of the source or publication. Clicking on the journal logo links you to a detailed description of the journal. Clicking **Back** returns you to the full record of the article.
- The source may also include a table of contents link that lets you perform a search on the same issue of the source or publication.

HTML Full Text View

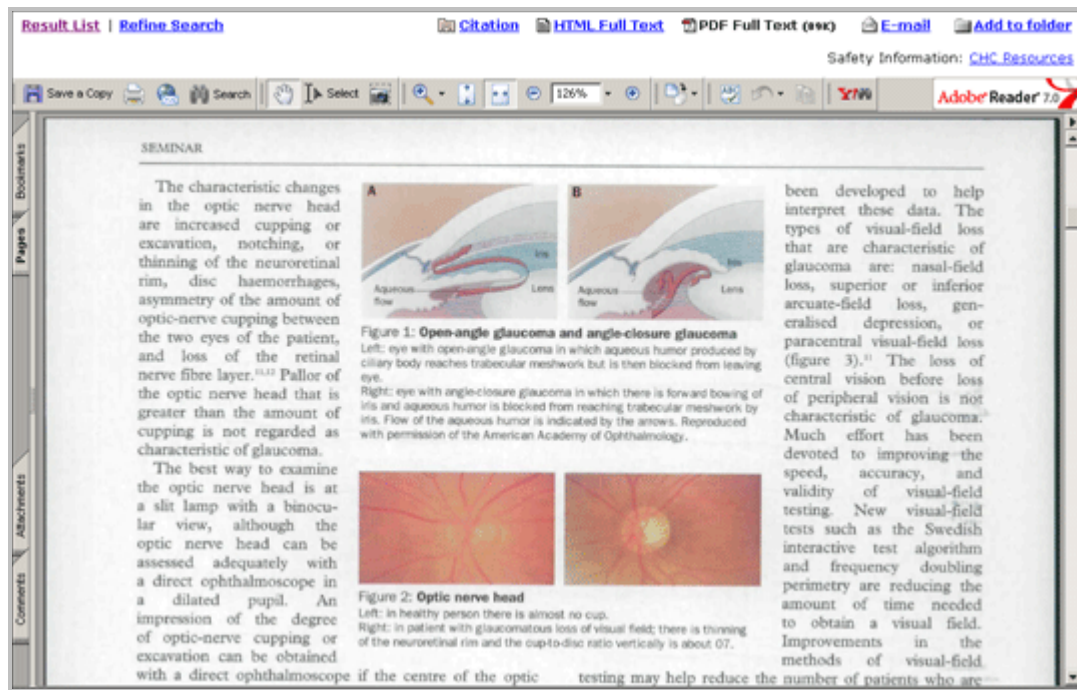
When the HTML Full Text view is displayed, you can also return to the citation, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.

The screenshot shows the 'Consumer Health Complete' interface, powered by EBSCOhost. At the top, there are navigation links: Home, Advanced Search, Visual Search, Medical Dictionary, and a 'Demonstration Customer' link. A 'Sign In' button and a 'Folder' icon are also present. Below the navigation bar, the page indicates '2 of 2184' results and provides links to 'Result List' and 'Refine Search'. A 'View:' section offers options: Citation, HTML Full Text (selected), PDF Full Text (89K), Print, E-mail, Save, and Add to folder. The article title is 'GLAUCOMA' by Coleman, Anne L., from the Lancet, 00995355, 11/20/99, Vol. 354, Issue 9192. The database is 'Consumer Health Complete'. The article content is titled 'GLAUCOMA' and is a seminar. It discusses the prevalence of glaucoma worldwide and the challenges of diagnosis and treatment. A 'Find More Like This' link is circled in red. The 'Contents' section lists: Primary open-angle glaucoma, Primary angle-closure glaucoma, Conclusion, Panel 1: Glaucoma medications and selected side-effects, and Panel 2:.

- From either the citation or full text views, you can refine your search, return to the Result List, save to the folder, and print, e-mail, or save the article.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display.

PDF View

When the PDF view is displayed, the article opens in Adobe Acrobat Reader. To print the article, use the print capability available from the Reader. You can also return to the citation, any full text, or linked text by clicking on the available icons. From the PDF view, you can also refine your search, return to the Result List, or e-mail the article.



Setting Up a Personal Account

If enabled by your library administrator, you can set up a *personal account* that you can use to save search results, persistent links to searches, saved searches, search alerts, journal alerts and web pages to your personal folder.

To set up a personal account:

1. From the Sign In Screen, click the **I'm a new user** link.
2. The Create a New Account Screen appears.

The screenshot shows the 'Create a new account' screen within the 'Consumer Health Complete' interface, powered by EBSCOhost. The page has a blue header with navigation links: Home, Advanced Search, Medical Dictionary, Sign In, Folder, Preferences, Help, Exit, and a Language dropdown. A 'Demonstration Customer' label is on the right. Below the header, a grey box contains the title 'Sign In to My Consumer Health Complete' and instructions: 'To save items in a personal folder, set up an account by entering the following information and then click Submit.' The main form area is titled 'Create a new account' and contains several input fields: First Name, Last Name, E-mail Address, User Name (with a note: 'This is the user name you will use to sign in to My Consumer Health Complete.'), Password (with a note: 'Five-character minimum, no spaces'), Retype Password, Secret Question (a dropdown menu with '[Select One]' selected, with a note: 'Used to help identify your account if you forget your user name or password.'), and Secret Answer. At the bottom, there is a note: 'Note: Please remember your account information for future reference.' and two buttons: 'Submit' and 'Cancel'.

3. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
4. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically logged in as a personal user. You should note your account information so you can log in at a future session.

When you set up a personal account, we ask for your first name, a unique login "user" name, password, and password validation. EBSCO uses this information only to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information. Click on our privacy policy for more information.

If you have forgotten your *password*, you can submit your user name and reset your password.

To reset your password:

1. From the Login Screen, click **I forgot my password**. A screen appears.
2. Enter your user name and click **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

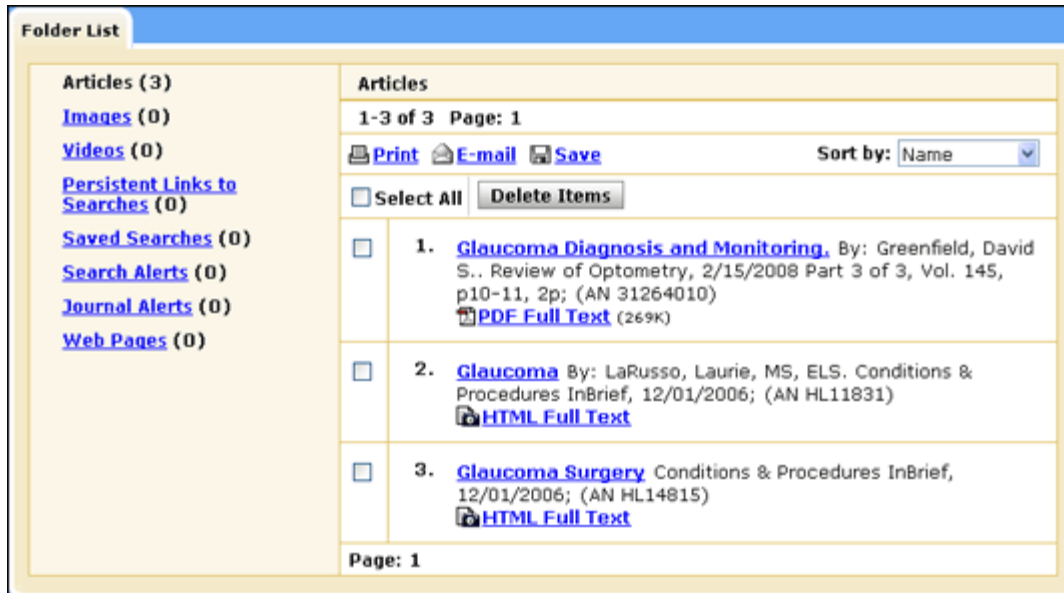
To retrieve your user name and password:

1. From the Login Screen, click **I forgot my user name and password**. A screen appears.
2. You are prompted to enter your first name, last name and e-mail address. Click **Continue**. The Reset your Password Screen appears with your user name displayed.
3. You are prompted to answer the question you entered as a password hint, enter a new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

The Folder

As you add items to the folder, you can click the **Folder** link to review items have been added.

You can store all of the following to your folder: search result items, persistent links to searches, saved searches, search alerts, journal alerts, and web pages.



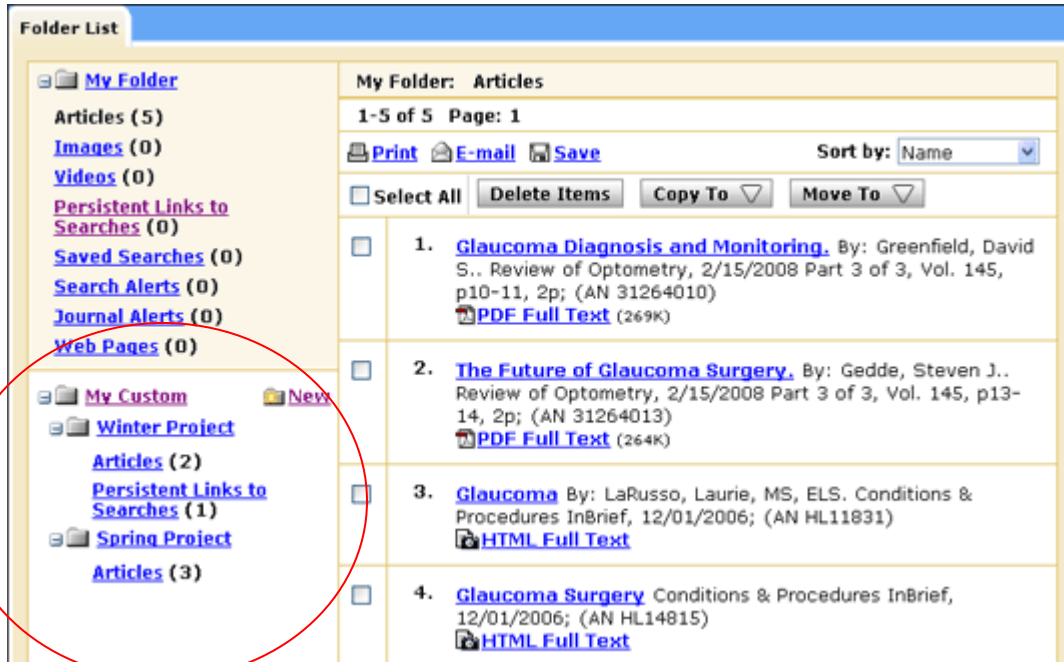
From the folder you can then print, e-mail or save multiple results at the same time. If you have signed in to your personal account, any items you collect in your folder are automatically saved at the end of the session. If you have not signed in to your personal account and you end your session, or it times out due to inactivity, the folder is automatically cleared.

By default, items in the folder are sorted by article name. You can use the Sort By: Date option present folder items by date (in descending order).

Note: Your library administrator decides whether the personal account feature is available.

Custom Folders

Consumer Health Complete allows you to create multiple folders in your custom folder area. Using these folders you can better manage and access items saved to your custom folder area by organizing items according to topic, project, class, etc. Your folders can contain *Consumer Health Complete* items (articles, images, search alerts, etc) or sub-folders.



You can create as many folders as you require. After a custom folder is created, you can rename or move the folder. If you move a folder, all contents of the folder are moved along with it (items and sub-folders).

Notes:

- Before using the personal folder feature, you must log in to *My Consumer Health Complete*. Your library administrator decides whether the personal account feature is available.
- While you can create as many levels of folders and sub-folders as you like, folders created more than four levels deep (a top-level folder plus three sub-folders) are displayed at level four.

Managing Custom Folders and Folder Items

To create a folder:

1. Ensure that you are logged in to *My Consumer Health Complete* and then click the **Folder** link located at the top right of the screen. The **My Folder** is displayed.
2. Click the **New** link to the right of the **My Custom** link and the Create New Folder Screen displays.
3. In the **Folder Name** field, enter a name for your new folder; up to 40 characters.
4. If desired, you can assign your new folder to an existing folder by selecting it from the **Move Folder to** drop down menu. (For example, you could create a “History” folder, and then place a “U.S. History” folder within it.)
5. In the **Notes** field, you can enter information regarding the folder; up to 200 characters.
6. Click **Save**. You are returned to the main Folder area, with your named folder displayed in the left-hand column.

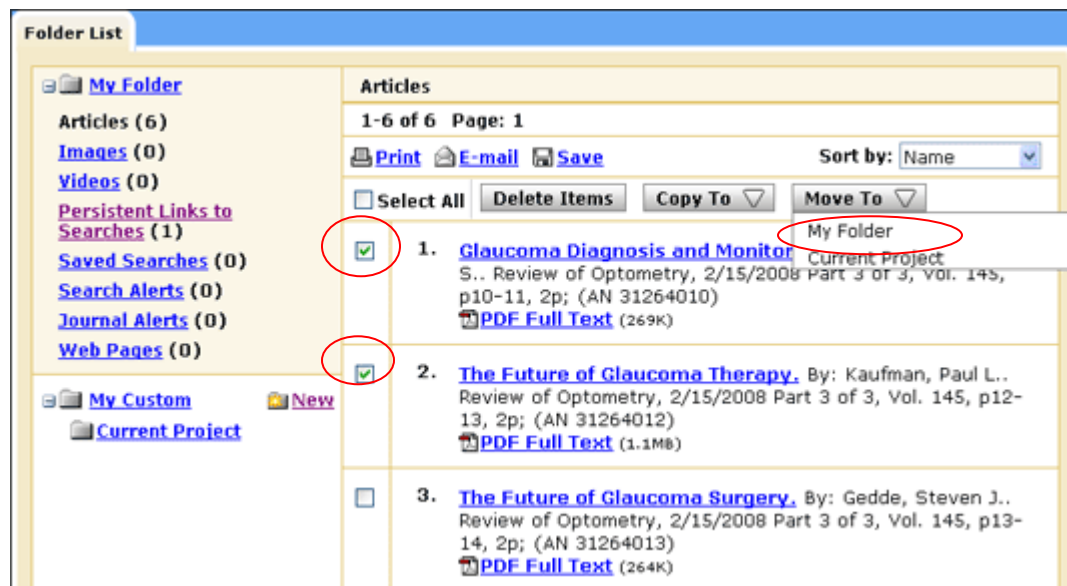
The screenshot shows the 'Folder List' interface with a 'Create New Folder' dialog box open. The dialog box has a left sidebar and a main form area. The sidebar contains a folder tree with 'My Folder' expanded, showing sub-items: Articles (2), Images (0), Videos (0), Persistent Links to Searches (1), and Web Pages (0). Below this is 'My Custom' with a 'New' link circled in red. The main form area has fields for 'Folder Name' (containing 'Current Project'), 'Move Folder To:' (a dropdown menu circled in red), and 'Notes' (containing 'Research Items for Current Project'). At the bottom are 'Save' and 'Cancel' buttons.

To move items to a custom folder:

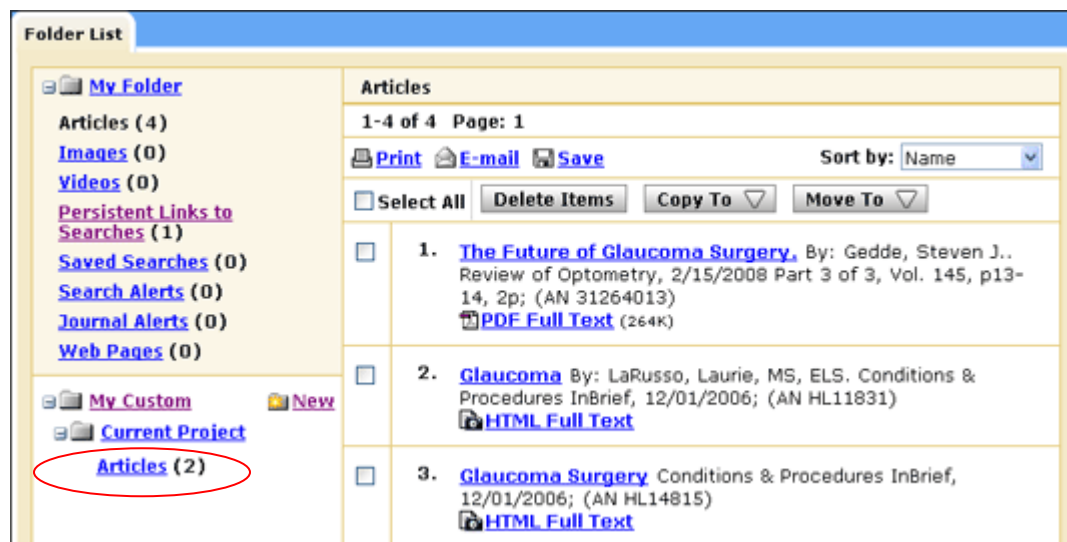
1. Access the **folder area** and then click the **folder** that contains the items you want to move.
2. Mark the check box to the left of the items that you want to move. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check labeled **Select All**.

3. Click the **Move To** button and from the drop-down list, select the folder to which you want to move the items (the “target” folder).



Consumer Health Complete moves the selected items to the target folder and then refreshes the current folder list of items.

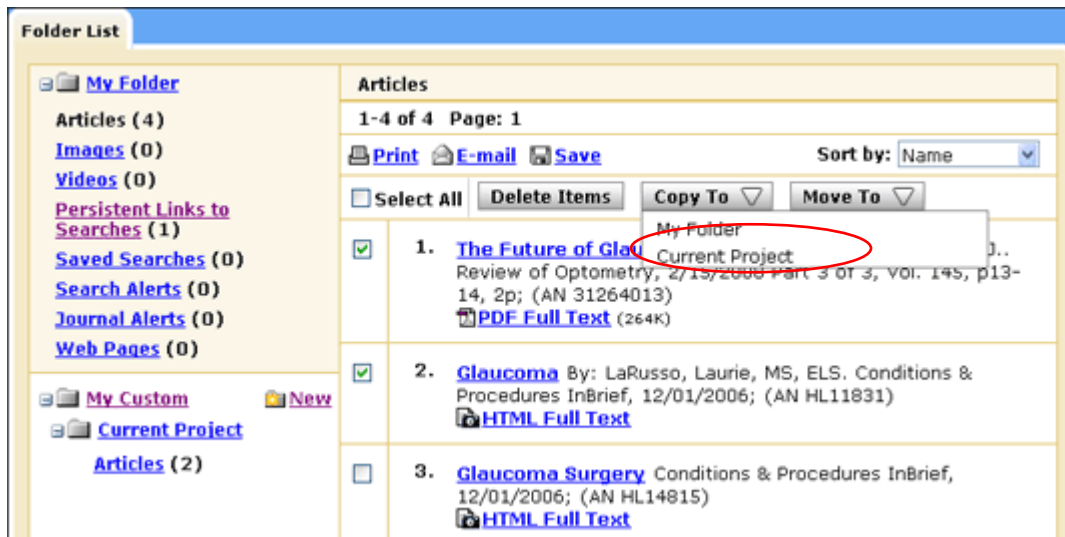


To copy items to a custom folder:

1. Access the folder area and then click the folder that contains the items you want to copy to another folder.
2. Mark the check box to the left of the items that you want to copy. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check labeled **Select All**.

3. Click the **Copy To** button and from the drop-down list, select the folder to which you want to copy the items (the “target” folder).



Consumer Health Complete copies the selected items to the target folder and then refreshes the current folder list of items.

To remove items from a folder:

1. Access the **folder area** and then click the **folder** that contains the items you want to remove from the folder.

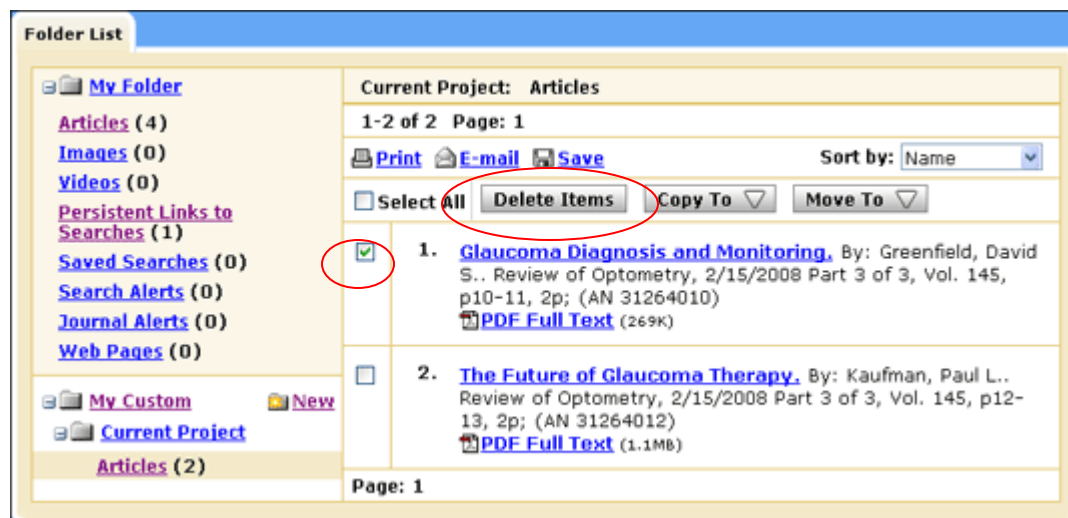
Note: If you do not see the contents of the folder, click the **plus sign (+)** to the left of the folder name to expand the folder.

2. Mark the check box to the left of the items that you want to remove. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check labeled **Select All**.

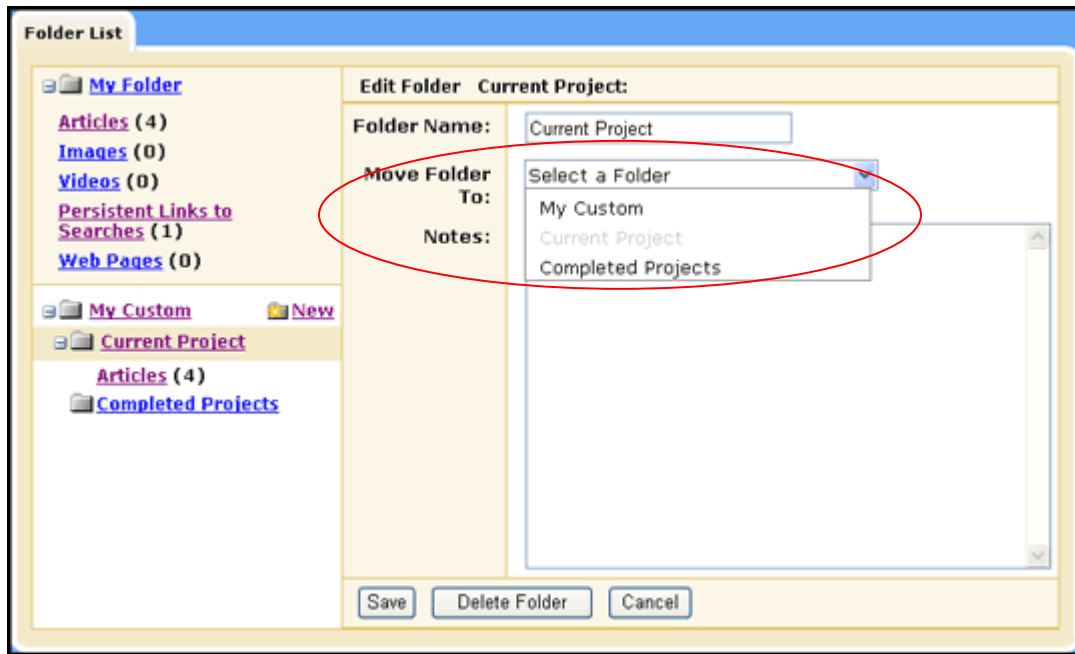
3. Click the **Delete Items** button. The items are automatically deleted.

Consumer Health Complete removes the selected items from the folder and then refreshes the current folder list of items.



To move a custom folder and its contents to different folder:

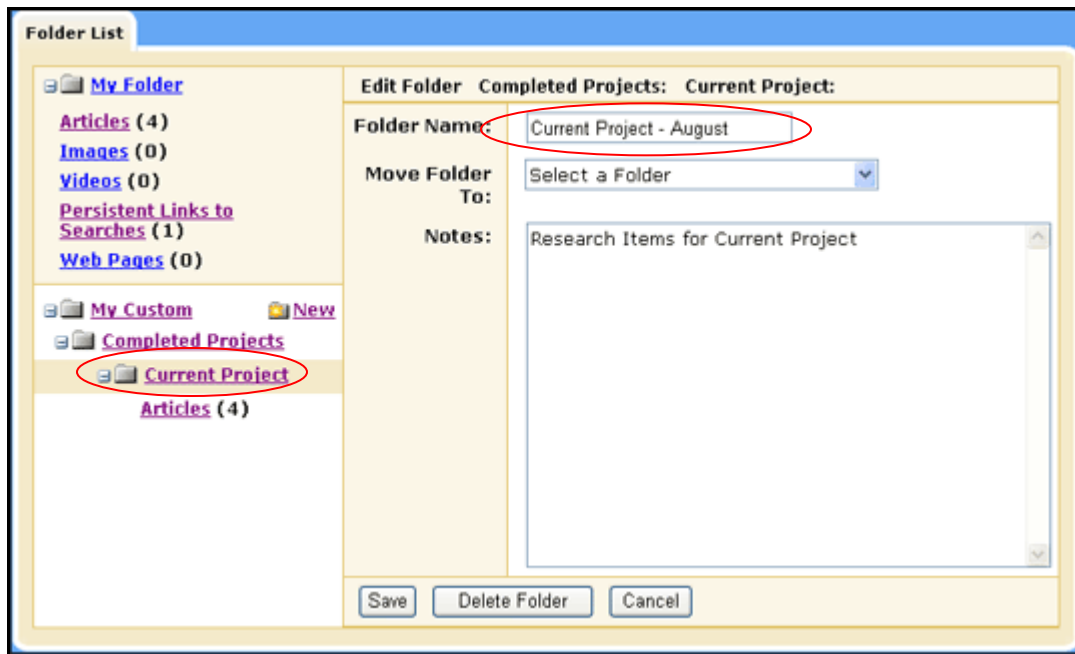
1. From within the **My Custom** folder area, select the folder that you would like to move.
2. Click the **Move Folder To** dropdown list box and then select the folder to which you want to move the folder (the “target” folder).



3. Click the **Save** button. *Consumer Health Complete* moves the selected folder and its contents to the target folder and refreshes the Folder screen.

To rename a custom folder:

1. Access the **folder area** and then click the **custom folder** that you want to rename. *Consumer Health Complete* displays the Edit Folder screen for the selected folder.
2. In the **Folder Name** field, enter the new name for the folder; up to 40 characters.

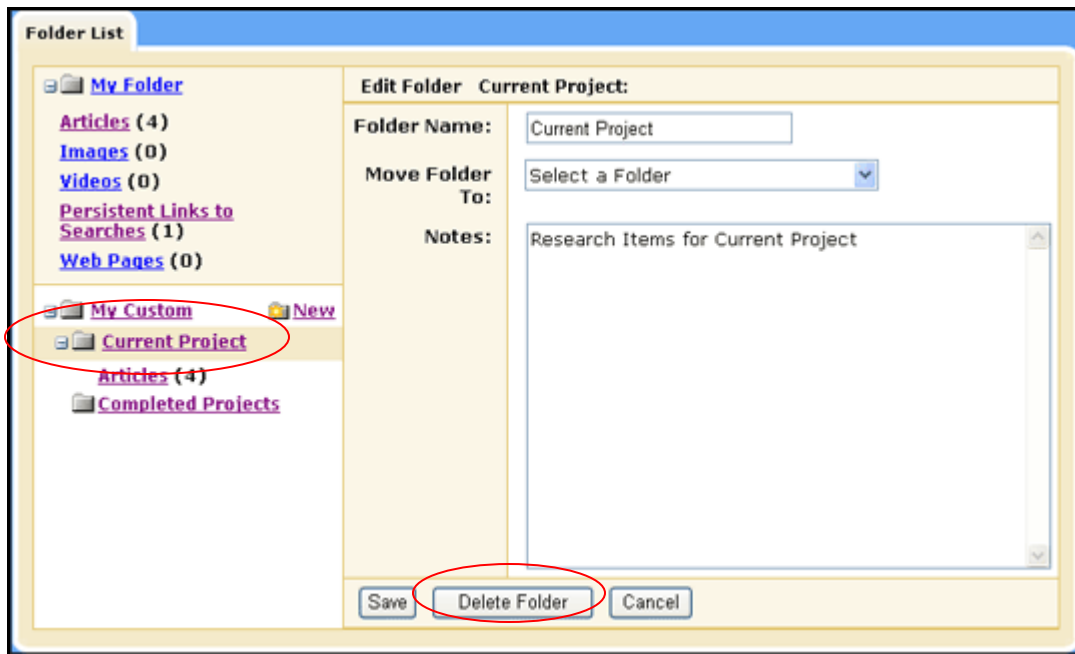


3. Click the **Save** button. You are returned to the My Folder screen, including the renamed folder in the custom folder area.

Note: The default folder (My Folder) cannot be renamed.

To delete a custom folder:

1. Access the **folder area** and then click the **custom folder** you want to delete. *Consumer Health Complete* displays the Edit Folder screen for the selected folder.
2. Click the **Delete Folder** button.



Consumer Health Complete displays a message prompting you to confirm the deletion of the folder.

3. Click **OK**. The folder and its contents are removed from the folder area and you are returned to the My Folder screen.

Note: The default folder (My Folder) cannot be deleted.

Linking to Information

Persistent Links

Persistent linking lets users retrieve an article by clicking on a link embedded in a web site. This feature lets professors, teachers and librarians include links to articles on their web pages.

Persistent links to articles can be e-mailed or saved. When you e-mail search results, persistent links to articles are automatically included with the e-mail. Persistent links to searches can also be added to the folder and e-mailed or saved.

Only authorized users can access the articles. A user who cannot be authenticated is prompted with an error message indicating that he does not have the proper access rights for the article.

The library administrator activates persistent linking through EBSCO*admin*.

CustomLinks

If your library supports an online public access catalog, your library administrator can make links to it available on the full record display next to the "View Links" heading.

The text of the link varies, but generally reads "Check library catalog for this item." Clicking this link takes you to your library holdings catalog page (often in a new browser window).

From this page you can see if the journal is available in your library. Depending on the features available in your library catalog, you may be able to request the item through interlibrary loan.

If made available by your library administrator, you may also be able to link to: document delivery services, book services, search engines, and other linking servers.

Translation Features

Consumer Health Complete (CHC) screens are presented in English, by default. If provided by your library administrator, you can change the language in which all screens are displayed. You may also be able to translate a full text article from English into a variety of languages.

To change the language of the interface:

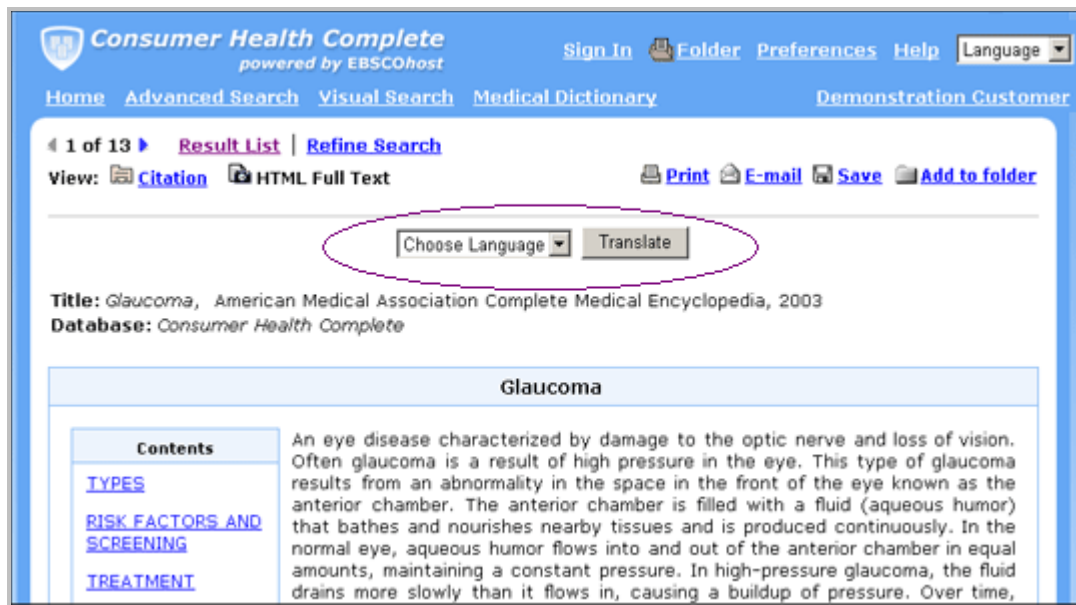
1. From any CHC screen, select a **language** from the drop-down list. All screens will now display in the language you selected. Some database-specific fields may not be translated. The full text of an article will appear in the language of the database.



2. To change to a different language, select another language from the drop-down list.

To translate the full text of an article:

1. From the article detail, select a **language** from the Choose Language drop-down list.



2. Click **Translate**. The full text of the article is presented in the language you selected.
3. To return to English, click **Return**.

Print/E-mail/Save

Printing Your Results

To print an article:

1. From the article, click **Print**. The Print Manager appears.



The screenshot shows a 'Print Manager' dialog box with a blue header and a yellow 'Articles' tab. It contains settings for printing, including a 'Number of items to be printed' of 3, a checkbox for 'Remove these items from folder after printing', a 'Print' button, and a link to 'Estimate Number Of Pages'. The 'Include when printing' section has a checked checkbox for 'HTML Full Text (when available)' and two dropdown menus for 'Standard Field Format' (set to 'Detailed Citation and Abstract') and 'Citation Format' (set to 'AMA (American Medical Assoc.)').

2. Accept the defaults and click **Print**. The article is displayed in your browser window. Click the **Print** icon on the browser toolbar.
3. To return to the article or citation, click **Back**.

Advanced Features:

- If you are in the folder, **Remove these items from folder after printing** appears. Indicate whether you want to empty the folder of all items after printing.
- **Include when printing** – If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text) will be printed.
- **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
- **Standard Field Format** – Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - Brief Citation – Indicates that only a brief citation should be printed.
 - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be printed.
 - Detailed Citation and Abstract – Indicates that a detailed citation and an abstract should be printed.

If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

- **Citation Format** - If you would like to print your citations in a specific format, select one from the drop-down list:
 - AMA – American Medical Association
 - APA – American Psychological Association
 - Chicago/Turabian Author – Date
 - Chicago/Turabian Humanities
 - MLA – Modern Language Association
 - Vancouver/ICMJE

To print PDF Full Text:

If you are printing an article that includes PDF Full Text, the PDF does not automatically format for printing from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

To print Linked Full Text:

If you are printing an article that includes Linked Full Text, you must follow the links directly to the Full Text and then print.

If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.

E-mailing Your Results

To e-mail an article:

1. From the article, click **E-mail**. The E-mail Manager appears.

The screenshot shows the 'E-mail Manager' window. At the top is a 'Back' link. Below it is a tab labeled 'Articles'. The main area contains several fields: 'Number of items to be e-mailed: 3', a checkbox for 'Remove these items from folder after e-mailing' (checked), an 'E-mail Address' field with the placeholder 'name@address.net' and a note 'Separate each e-mail address with a semicolon.', a 'Subject' field, and a 'Comments' text area. Below these is a 'Format' section with radio buttons for 'Rich Text' (selected) and 'Plain Text', and a 'Send' button. On the right side, there is an 'Include when sending:' section with checkboxes for 'HTML Full Text (when available)' and 'PDF as separate attachment (when available)', both checked. Below these are two format options: 'Standard Field Format' (selected) with a dropdown menu showing 'Detailed Citation and Abstract', and 'Citation Format' with a dropdown menu showing 'AMA (American Medical Assoc.)'. At the bottom, there is a note: 'For information on e-mailing Linked Full Text, see [online help](#). For information on using Citation Formats, see [online citation help](#)'.

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
3. To send the e-mail, click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent.

Advanced Features:

- **Subject** – Enter a subject to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
- **Comments** – Enter any comments you would like to include with your e-mail.
- If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.
- **Include when sending** – If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be sent. *Persistent links to articles are automatically included in the e-mail.*
- **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.
- **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available.

- **Standard Field Format** – Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - Brief Citation – Indicates that only a brief citation should be e-mailed.
 - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be e-mailed.
 - Detailed Citation and Abstract – Indicates that a detailed citation and abstract should be e-mailed.
- **Citation Format** – If you would like to e-mail your citations in a specific format, select one from the drop-down list:
 - AMA – American Medical Association
 - APA – American Psychological Association
 - Chicago/Turabian Author – Date
 - Chicago/Turabian Humanities
 - MLA – Modern Language Association
 - Vancouver/ICMJE

To e-mail Linked Full Text:

If you are e-mailing an article that includes Linked Full Text, you must follow the links directly to the Full Text and then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the Full Text and it is PDF format, the PDF will be sent as an attachment to the e-mail.

To e-mail persistent links to searches:

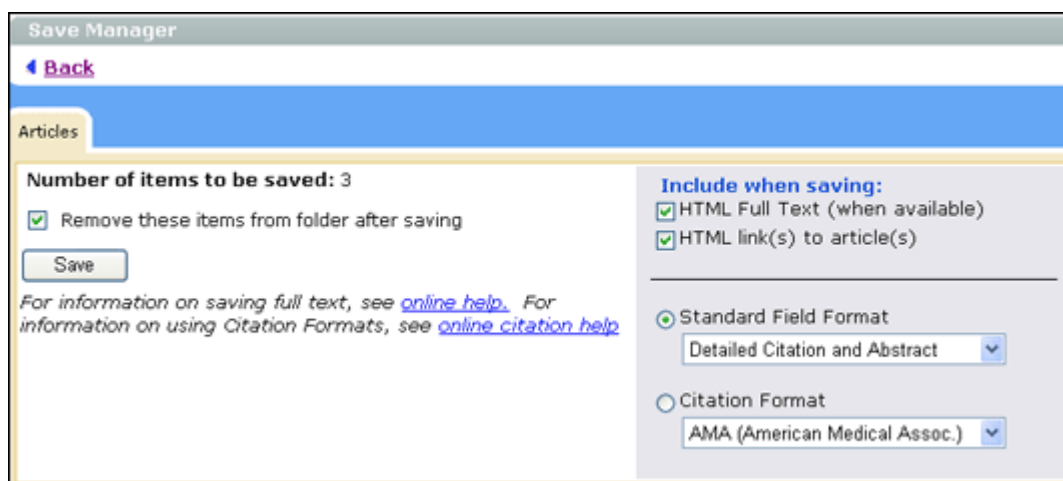
1. From a Result List, click the **Add search to folder** icon at the end of the search query displayed above the Find field. The search query is now saved in the folder as a persistent link to a search.
2. From the Persistent Links to Searches area of the folder, click **E-mail**. The E-mail Manager appears. A Links to Searches sub-tab is displayed.
3. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com.*)
4. Enter a **Subject** to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
5. Enter any **Comments** you would like to include with your e-mail.
6. Click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent.

Note: The library administrator decides whether the persistent links feature is available.

Saving Your Results to a File

To save an article:

1. From the article, click **Save**. The Save Manager appears.

The screenshot shows a 'Save Manager' window with a 'Back' button at the top left. Below it is a tab labeled 'Articles'. The main area is divided into two columns. The left column shows 'Number of items to be saved: 3' and a checked checkbox for 'Remove these items from folder after saving', with a 'Save' button below it. Below the checkbox is a note: 'For information on saving full text, see [online help](#). For information on using Citation Formats, see [online citation help](#)'. The right column is titled 'Include when saving:' and contains two checked checkboxes: 'HTML Full Text (when available)' and 'HTML link(s) to article(s)'. Below these are two radio button options: 'Standard Field Format' (selected) and 'Citation Format'. Each has a dropdown menu; the first shows 'Detailed Citation and Abstract' and the second shows 'AMA (American Medical Assoc.)'.

2. To save the results, click **Save**; otherwise, click **Back**.
3. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.
4. Click **Save**. To return to the article, click **Back**.

Advanced Features:

- If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
- **Include when saving** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.
- **HTML Full Text** – Indicate whether the HTML Full Text of the article (if available) should be included.
- **HTML links to articles** – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)
- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - **Brief Citation** – Indicates that only a brief citation should be saved.
 - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be saved.
 - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be saved.

- **Citation Format** – If you would like to save your citations in a specific format, select one from the drop-down list:
 - AMA – American Medical Association
 - APA – American Psychological Association
 - Chicago/Turabian Author – Date
 - Chicago/Turabian Humanities
 - MLA – Modern Language Association
 - Vancouver/ICMJE

To save PDF Full Text:

If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

To save Linked Full Text:

If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.

To copy a persistent link to a search:

1. From a Result List, click the **Display link to search** icon at the end of the search query displayed above the Find field.
2. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

To save persistent links to searches to the folder:

1. From a Result List, click the **Add search to folder** icon at the end of the search query displayed above the **Find** field. The search query is now saved in the folder as a persistent link to a search.
2. From the persistent links to searches area of the folder, click **Save**. The Save Manager appears. A Links to Searches sub-tab is displayed.
3. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
4. Click **Save**; otherwise, click **Back**.
5. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.

Note: The library administrator decides whether the persistent links feature is available.